

Upgrading your License to Branch Broker

Use the guide below as a step by step guide to upgrade your license and open a new brokerage.



Complete the necessary education to pass the Broker exam (if not already a Broker Associate)

If you are not already licensed as a Broker Associate, you will need to complete the 90-hour pre-license Broker course and the 15-hour Broker in Charge course in order to sit for the Broker exam. All courses are valid for three years after the date of completion.



Complete the 15-hour Broker in Charge course (if already licensed as a Broker Associate)

If you are already licensed as a Broker Associate, complete the 15-hour Broker in Charge course. All courses are valid for three years after the date of completion.



Complete the Transaction Experience Waiver form

Complete the Transaction Experience Waiver form and upload the form along with required coursework from above into the License Portal. A copy of the form may be obtained on the License Portal by clicking on License Type Change and downloading the form.



Complete a License Type Change request through the License Portal

Complete a License Type Change request on the License Portal and upload all required documents.



Pass the Broker exam (if applicable)

If applying to upgrade from a Sales Associate to a Branch Broker, complete and pass the Broker exam. Examination access is given for one year after the date a License Type Change is approved.



Apply for a branch office license online (if applicable)

If you are applying to work for a new branch office that is not currently licensed, submit your branch office application online by setting up a [Business Application profile](#). You may review more thorough instructions regarding the application process [here](#). Please ensure the Managing Broker of the main entity submits the application or approves for a representative of the entity to submit the branch office application.

